

The NOMI Web Update process:

1. All Work Order Request (WOR) will come from Designated Points of Contact (POC) that are listed and maintained my NOMI Web Services (NWS).
2. POC Submits WOR to NWS using the email address MIDHelp@nomi.med.navy.mil . The email will be automatically sent to NWS and the POC will receive a tracking number automatically from NOMI N6.
3. NWS will open the work order request and review (see addendum 1) the update details. There are 2 types of updates (see addendum 2). If more information or clarifications are needed NWS will contact the POC for additional information.
4. NWS will make the requested updates within 48 and post them to our staging server for the POC to review. An email will be sent to the POC which includes a link to the STAGING SERVER to review their content before it can be posted to the NOMI LIVE SITES (internet and intranet). POCs will be able to review the updates for accuracy and request any additional updates before it is posted to the LIVE SITE.
5. The POC will have to sign off (respond via email) to NWS that the update is correct and ready for posting BEFORE the content is published to the LIVE SITE. Sign off on the updates must be made by the POC within 3 business days. After 3 business days of no response, a follow up email will be sent. The POC will then have 2 more business days to respond. If there is still no response after the 5 business days, NWS will contact the POC via phone. If the issue is still not resolved, NWS will send an email to the N6 DH reporting that there has been no response from the POC regarding their web updates.
6. When the POC verifies (in an email) that the update is correct it will be placed in queue to be published to its designated URL on the requested LIVE SITE.
7. Once the content has been posted to the live site, NWS will send the POC an email with a link to the content on the LIVE site.
8. NWS will then close the WOR.

Addendum 1

Prior to being published, NWS reviews content for compliance. Site content must be compliant with:

- [Secnavinst 5720.47a](#)
- [Section 508](#) (Americans With Disabilities Act)
- NOMI web guidelines

Addendum 2

Type 1- simple text update. Usually only effects 1 page and might include a hyperlink update also.

Type 2- Complex update. Involves multiple pages plus creating new pages and folders. Also can effect the site navigation or graphical updates.

Ver1 (1/31/06)